How to Use the Finale User Manual

The information in this section introduces you to using the Finale User Manual. This section shows you how to use the manual screen and tools, so you can easily search for, view, and print the information you need.

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The Finale User Manual is organized into a series of chapters with a table of contents and an index. When you view the manual, special tools on the screen (such as the **TOC** and **Index** links that appear in the right margin of each page) let you move quickly from one location in the manual to another.

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This section on how to use the manual is organized into the following topics:

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MOVING FORWARD AND BACKWARD IN A DOCUMENT
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You can read the information in this chapter one page at a time by clicking the Next Page button (which appears on the toolbar at the top of the screen) to move to the next page.

Or, if you want to move directly to any of the underlined topics listed above, move your mouse to place the pointer (which is shaped like a hand) over that topic. When the pointer changes from a hand to a pointed finger, click. You'll jump to the new topic. Then, to return to this page, click the First Page button on the toolbar and you return to this view.

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The parts of the Acrobat Reader window

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Acrobat Reader is the name of the interface with which you view, navigate, and print the Finale manual. The Acrobat Reader window is divided into three areas: the document area, the bookmark area, and the toolbar area.

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- The **document area** is the main window, where the pages of the Finale manual appear.
- When you click this button on the left, the **bookmark area** appears in a window on the left side of the Acrobat screen. It displays the headings within a document. These headings, or bookmarks, let you go directly to a topic by clicking the bookmark text. You can also click this button to minimize the bookmark region. For more information, see BOOKMARKS.

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- The **toolbar area** is the horizontal bar with buttons that is near the top of the Acrobat Reader window. The buttons let you issue commands to control how to view and navigate the manual. A summary of the most important buttons is provided in the COMMAND SUMMARY.

Adjusting the page size

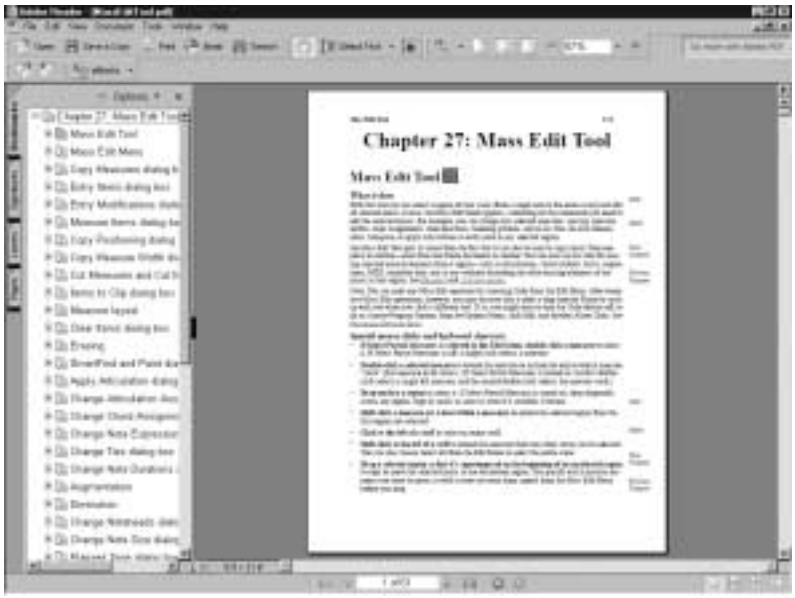
You'll want to customize the way that manual pages appear on your screen so that they best fit the space available on your monitor. There are two basic settings from which to choose:

- The Fit Page view (Acrobat Reader 5 - Fit in Window), as described below.
- The Fit Width view, as described below.

In addition, if necessary, you can adjust the view more precisely using the magnification box (see ADJUST THE MAGNIFICATION LEVEL).

Fit Page view

The Fit Page viewing option specifies that each page of the Finale manual is scaled to fit within the window, as shown here.



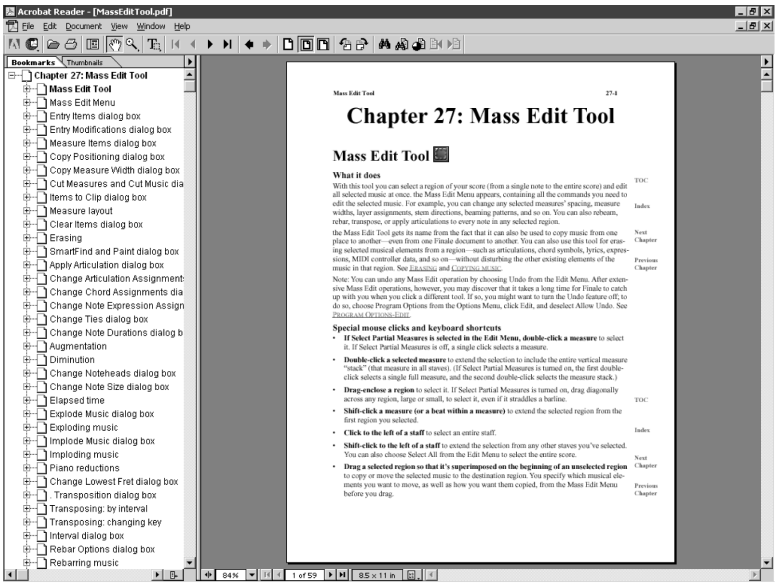
You may prefer this view because it mimics moving through a hard copy document page by page. Unfortunately, although this view lets you see an entire page at one time, the words on a page may be too small to read unless your monitor is quite large.

You may want to use the Fit Page view for browsing, when you're trying to locate topics of interest. Then, once you find the information you need, you can switch to another view (such as Fit Width view, explained below) to expand the view of the document, making the text larger and easier to read.

To select the Fit Page option, click the Fit Page button on the toolbar. Alternatively, choose Fit Page from the View Menu.

Fit Width view

The Fit Width viewing option makes the visible width (the part of the page with words and picture on it) expand to fill the entire width of the document area, as shown here.



Because the text is larger in this view than in the Fit Page view, you may prefer reading the manual using the Fit Width view.

To select the Fit Width option, click the Fit Width button (shown below) on the toolbar. Alternatively, you can choose Fit Width from the View Menu.

Adjust the magnification level

When you select the Fit Page or Fit Width option, the resulting magnification level of a page appears at the top of the screen. If you want more precise control over the magnification of the pages—for example, to greatly enlarge a section or graphic—use this box.

In the sample shown here, the magnification level is 100 percent. To enlarge or reduce the magnification level, click the down arrow to the right of the current percentage, and then choose a magnification level. You can also type a new percentage into the box.

Moving forward or backward in a document

There are several methods for moving through the Finale manual chapters; this section describes the most useful ones.

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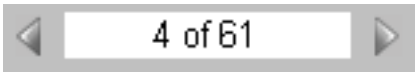
- **Move through the manual page by page.** An easy way to browse the Finale document is to use the Page Up and Page Down buttons on your keyboard. This advances you through a chapter page by page. Alternatively, you can use the Next Page and Previous Page buttons to move through the manual one page at a time.



- **Jump forward (or backward) several pages using the scroll bar.** If you want to jump forward (or backward) several pages, use the scroll bar on the far right side of the document area.

  To do this, put the pointer over the box in the scroll bar, then click. Continue to depress the mouse key, and drag scroll bar down (or up, to move backward). As you drag the scroll box, the current page of the document appears in a window next to the cursor. This is a useful way to navigate, for example, when the information you need is several pages ahead.

- **Retrace your steps.** The Go to Previous View command is useful for retracing your viewing path. This reverses the sequence of page and magnification changes and is useful if you lose your place within a chapter. To perform this command, click the Go to Previous View button.

  Another way to perform this same action is by performing the Previous Page command. Again, this is useful if you lose your place within a document.

  To issue the Previous Page command, right-click (press the right or secondary mouse button) anywhere in the manual screen, then move the mouse pointer over the Previous Page command that appears in the drop-down list. When the Previous Page command is highlighted, release the mouse button. This returns you to the previously-displayed page, document, or magnification level.

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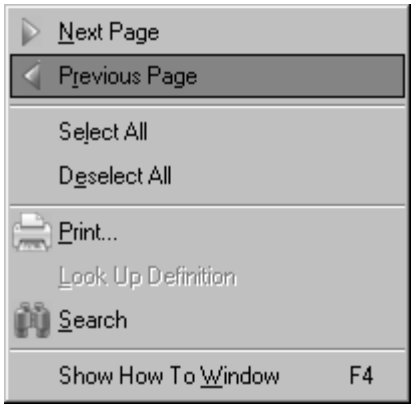
Using links



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What they are

Links are key components of the Finale manual. Links are special areas on pages that lead you to other areas in the manual. MOST LINKS LOOK LIKE THIS. By using links, you can move quickly to the information you need.

How they work

When you move the pointer over a link, the pointer changes from a full hand to a pointing finger. To follow the link, click on it.

After the new link information appears, keep in mind that you can easily return to the previous view by clicking the Previous View button (see RETRACE YOUR STEPS).

IMPORTANT! If you are using Adobe Acrobat Reader 6.0 (which is installed with Finale 2004), or, if links across chapters always bring you to the first page of the new chapter, do the following to fix this problem (it is a known issue with Acrobat reader 6)

- **From the Edit Menu, choose Preferences.**
- **On the left side of the Preferences window, choose General.**
- **Uncheck the option Open cross-document links in same window.**
- **Click OK.** Links across chapters will now bring you to the appropriate location.

How to identify a link

You can identify a link in these ways:

- **The finger pointer.** The most obvious indication of a link is that the pointer moving over it changes from a full hand to a pointing finger.

- **Underlined and Dark Blue text.** When links appear in text, THEY ARE UNDERLINED, AND COLORED LIKE THIS. Some links have all small capital letters, and some do not.
- **Entries in the table of contents and index.** Each topic in the table of contents is a link. Likewise, the page number for each entry in the index is a link.
- The **TOC** and **Index** areas that appear on the right side of each manual page are links. Clicking them moves you directly to the table of contents and index, respectively.

Searching for topics

There are several ways to scan for and locate information in the Finale manual.

Note: While searching for topics using Acrobat Reader 6, all links from the Index and Table of Contents open the first page of the destination PDF by default. This is a known problem in Acrobat Reader 6. To fix this so links work properly, follow the steps under the How they work section for USING LINKS.

The table of contents

You may want to begin browsing the Finale manual by looking at the table of contents. To go there, place the pointer over the **TOC** link in the right margin and click. Then move through the pages of the table of contents, noticing the organization of the material into chapters. To go to any chapter or heading within a chapter, click on it.

As you browse, remember that you can easily return to the previous view by clicking the Previous View button (see RETRACE YOUR STEPS).

The index

If you want information about a specific topic, you may want to locate it using the index. To go there, place the pointer over the Index link in the right margin of any page and click. The page number for each entry in the index is a link; click on it to go to the associated topic.

From within the index, you can go to entries beginning with a particular letter by clicking that letter either on the right side of the page or in the bookmarks on the left.

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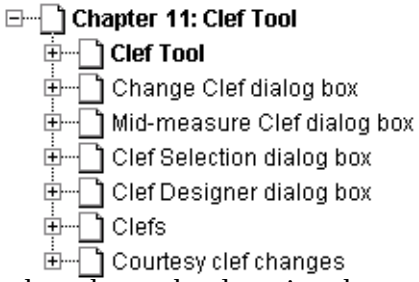
Bookmarks

When the bookmark view is turned on (see BOOKMARK AREA), bookmarks are the text headings that appear in the window on the left side of the Acrobat Reader screen. Bookmarks let you see the topics within the document you're currently viewing. Bookmarks are links, so you can jump to a topic by clicking its bookmark text.



You can change the size of the bookmark area by dragging the vertical bar that separates the bookmark area and the document area. Select the vertical bar by clicking, then drag it right or left as needed.

If a plus sign appears to the left of a bookmark, click the plus sign to show or hide the related subordinate bookmarks underneath it.

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Searching the User Manual

To search for a particular word, in one or many chapters, use the Search tool. The Search tool lets you search within a file for a particular word.

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To open the Search tool, click the Search tool or choose Search from the Edit Menu. Type the word for which you want to search in the entry field, then click Search. To find subsequent occurrences of the word, choose Search Again from the Edit Menu.

The Search command allows you to perform searches of a collection of PDF documents, such as the entire Finale manual. It lets you search multiple documents, and define advanced query criteria. Searches run fastest while using a search index included with Finale.

To search an index of the PDF documents, you first select the index to search, define a search, then view the occurrences of the search term within the documents you selected to review.

To add an index

- **Click on the Search Tool**

. The Search pane appears on the right side of the screen.
- **At the bottom of the Search pane, choose Use Advanced Search Options.**
- **Under Look In, choose Select Index.**

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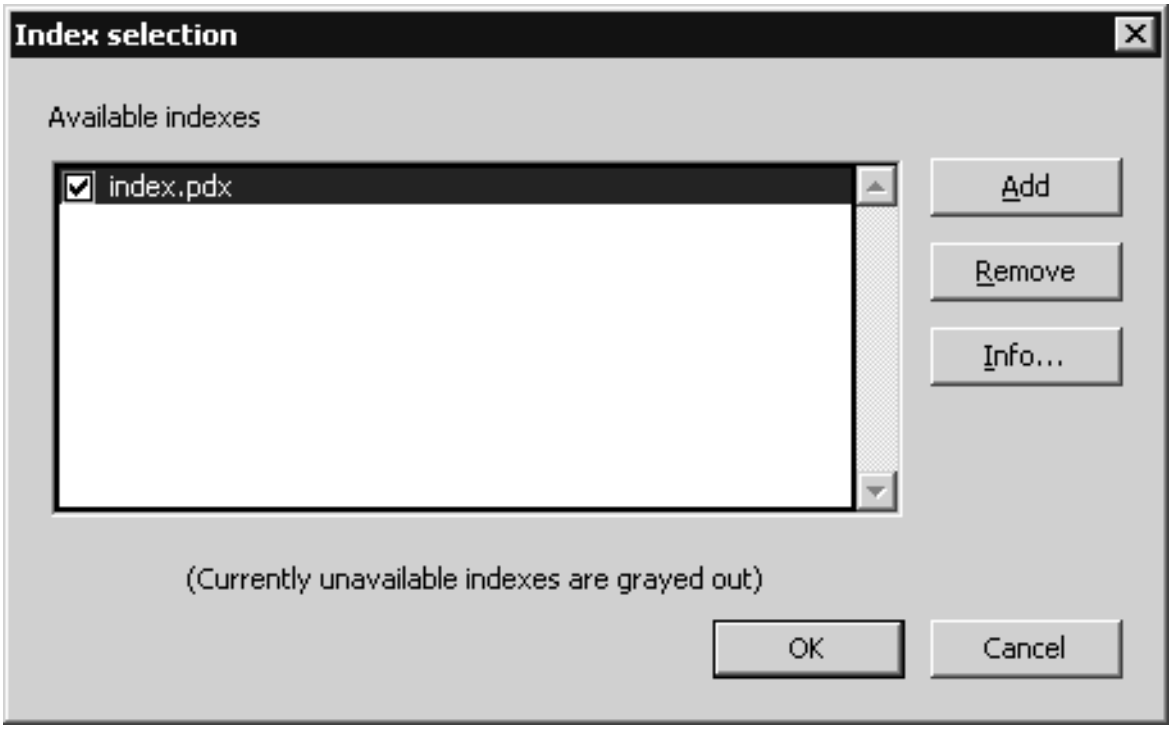

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- **Click Add. Navigate to the Finale User Manual folder and double-click on the index.pdx file.**

To search the entire manual

- **Click on the Search Tool**

. The Adobe Acrobat Search dialog box appears.
- **Type the text you want to find and click Search.** The Search Results appear.

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- **Click a search result to view the corresponding text.** The Reader will open the chapter with the searched word highlighted.

Printing the Finale User Manual

To print any part of the Finale manual, navigate to the chapter or file you want to print and then choose Print from the File Menu. Enter information in the Print dialog box as needed, then click OK. **You will need to open and print each chapter individually.**

Before you print the manual, make you sure install the printer driver for your printer. For more information, see PRINTING and FONTS.

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Command summary

This section summarizes the actions you can perform using the Finale manual screen. Detailed information about using these commands is provided above, throughout the HOW TO USE THE FINALE USER MANUAL section. If you want more information about using the Acrobat Reader interface, select Reader Guide from the Help Menu.

This table summarizes common commands.

Button or Area	Command	For More Information, See...
	Next Page	MOVE THROUGH THE MANUAL PAGE BY PAGE
	Previous Page	MOVE THROUGH THE MANUAL PAGE BY PAGE
	Previous View or Next View	RETRACE YOUR STEPS
	Fit Page	FIT PAGE VIEW
	Fit Width	FIT WIDTH VIEW
	Find (Acrobat Reader 5 only)	THE FIND TOOL
	Search	THE SEARCH TOOLS
	Change Magnification	ADJUST THE MAGNIFICATION LEVEL

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